



## ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 2.1.100	Subject: <b>FACILITY MANAGEMENT</b>
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Effective Date: 01/03/14	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

### I. DIVISION DIRECTIVE:

The Adult Community Corrections Division’s contracted facilities will follow established procedures in the management of the facility.

### II. DEFINITIONS:

ACCD-Adult Community Corrections Division Contracted Facility – Includes Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment & Change Program (WATCh), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment, Sanction & Revocation Center (Passages ASRC), NEXUS Correctional Treatment Center (NEXUS), and Elkhorn Treatment Center (Elkhorn).

Department – The Montana Department of Corrections.

Facility – The fully equipped and furnished location of an ACCD program. Contract facilities are operated for the incarceration of offenders in accordance with the contract between ACCD and facility contractor. Facility includes all housing units, administrative offices, classrooms, hearing room, health services unit and all other structures of whatever kind including roads, fences, infrastructure, utility systems, etc.

Prerelease Facility Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreements between the Department and prerelease centers: Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, and Missoula PRC.

Treatment Facility Contract Manager – The Department’s employee who acts as the liaison for services and monitors the contractual agreement between the Department and ACCD contract treatment facilities: START, CCP, Passages, Elkhorn, Nexus, and WATCh.

### III. PROCEDURES:

- A. The ACCD contract facilities will provide offenders with an environment that complies with local, state, and federal health and safety laws and regulations and treatment goals.
- B. The facilities will maintain records of inspections by local, state and federal authorities and conduct annual and quarterly inspections as recommended by the authority having jurisdiction, or if applicable, as specified by the equipment manufacturer. The Department reserves the right to request documentation of the facility’s inspection reports on an annual basis or more frequently as needed. Pursuant to *ACCD 1.6.300 Contractor Reports*, a “Facility Condition Inventory” is to be submitted to [coraccdreports@mt.gov](mailto:coraccdreports@mt.gov) annually.

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- C. Facilities will forward reports of violation to the Department within five (5) working days of their receipt, along with subsequent plans of correction and final agency disposition with regard to the report of violation.

#### **IV. CLOSING:**

Questions regarding this procedure should be directed to the Facility Administrator or Prerelease Facility or Treatment Facility Contract Manager.